

Training coordinator 20% - 50%

Background information

DCVMN is an association of over 40 corporate vaccine manufacturers from 14 countries and territories that fosters international cooperation among vaccine industry in developing countries to protect people against infectious diseases by improving the availability of high-quality vaccines globally. The main activities coordinated by the secretariat are:

- Maintain and expand the membership and partnerships
- Organize a series of international training meetings for industry professionals
- Coordinate annual forum for DCVMN members and international public health organizations
- Support governance activities as well as information sharing

Duties:

We seek a self-motivated, independent professional with interest in vaccine industry in emerging countries to coordinate training workshops and expand online E-learning activities and carry out the following :

- a) Set the regional training workshops' calendar and agenda, according to needs of the membership
- b) Manage communications with corporate members and partners regarding each training workshops
- c) Identify venues and coordinate events efficiently, keeping track of related documentation, contracts, invoices and information.
- d) Assist in the preparation and coordination of events in various locations in developing countries, in collaboration with local partners: help develop logistics plan and identify suitable venues, develop and track budget, help draft agenda, contact faculty,
- e) Prepare printed materials and reports related to specific training sessions and meetings. Help collect and compile feedback on performance of trainers and trainees. Issue and distribute certificates.
- f) Assist in the drafting and dissemination of invitations and track all participants' responses.
- g) Keep track of timelines for implementation of activities, particularly training courses. Facilitate meetings evaluation based on specific performance indicators, compile, analyse and present the results in a accurate manner.
- h) Serve as rapporteur when required, and draft minutes and event reports;
- i) Manage website information and update the training and E-learning website including posting materials and relevant information to the membership. Assist in the follow up and integration of activities according to needs, and help compile feedback.
- j) Support all tasks as needed and required.

REQUIRED QUALIFICATIONS

Education:

University degree in sciences, international relations, economics, law or communication. Knowledge of global health, or biotechnology an advantage. Able to work autonomously while able to openly discuss and report work progress. Integrity and high ethical standards in communication.

Skills:

Good windows skills (Excel, Word, Powerpoint, etc.) and website administration skills. Excellent presentation skills. Capacity to efficiently compile and analyze large amount of data.

Experience:

Previous professional experience in an NGO, or association, or public/academic institution desirable. Experience in working with countries in Asia, Africa and Latin America an advantage. Respect for multicultural differences.

Languages:

Excellent command of spoken and written English and French is a must. Chinese languages, an advantage. Please send your electronic copy of CV and letter of interest to executivesecretary@dcvmn.org

You will be contacted only if your profile is of interest. We apologize as we are unable to contact all the candidates due to high number of applications.